

**U.S. DEPARTMENT OF COMMERCE**  
**U.S. Census Bureau, Regional Census Center, Denver, Colorado**  
<http://www.census.gov/roden/www/emply.html> (cut and paste)  
**Recruiting Bulletin**

**POSITION TITLE:** Assistant Manager for Technology (AMT)  
**ISSUE DATE:** October 16, 2009 **Bulletin No. 3199-09-AMT-141(E)**  
**CLOSING DATE:** October 30, 2009

**This position requires a written test. If you have not already taken the 1-hour supervisory test (D-270), call the Census Office below to sign up for the test on or before October 30, 2009.**

**LOCATION/PAY RATE/TEST SCHEDULING TELEPHONE NUMBER:**

Window Rock, Arizona \$16.25 per hour 1-928-810-4123 or 1-928-810-4130

**NUMBER OF VACANCIES:** One

**EXCEPTED SERVICE APPOINTMENT:** This is a temporary appointment Not-to-Exceed 9/25/2010. It does not confer entitlement to any benefits other than earning annual and sick leave and paid holidays.

**AREA OF CONSIDERATION:** All qualified U.S. Citizens within a 50 mile commuting distance of the Window Rock, AZ, Census Office.

**Payment of relocation expenses IS NOT authorized.**

**WORK SCHEDULE:** This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**DUTIES: Assistant Manager for Technology (AMT):** Incumbent is responsible for managing automation functions in the LCO. Individually, or through designated automation staff, is the first line of contact for all hardware, software, and telecommunication problems in the LCO and between the LCO and Regional Census Center (RCC). This job includes troubleshooting duties, evaluating, analyzing, and coordinating automation operations to efficiently support LCO functions. The individual is responsible for managing LCO support functions for Mobile Computing Equipment (MCE) to be used for automated data collection. Works under the direction of the Local Census Office Manager and provides technical guidance and support to Assistant Managers at the LCO, in such areas as: training, making adjustments to expedite production, scheduling and coordinating of data entry operations for optimal use of workstations and print devices, managing the property control system for Office Computing Equipment (OCE) and MCE and peripherals, coordinating printing activities and assuring printers are prepared to handle large long-running print jobs without jams, breakdowns, toner shortages, and so on, and coordinating the workflow of documents in and out of the automation area. Selects and supervises Technical Support Supervisors and Inventory Control Clerk(s) responsible for supporting various automation activities. As needed trains, or supervises others to train, LCO office employees on software, hardware and automation operations. The incumbent will be responsible for installation and configuration support operations for OCE, MCE and associated peripheral devices. The incumbent will also lead all OCE, MCE and automation support efforts and coordinate resources to support all LCO data entry and related automation activities for the operations control system, asset management systems, and payroll and personnel system. The incumbent will be responsible for administering user accounts for the various programs utilized by the LCO staff. The incumbent is responsible for the paper and automated tracking of property management to include: ensuring necessary forms are accurately filled out, property management systems are updated, and regular audits.

**QUALIFICATIONS:** To qualify for this position, you **MUST**

- Pass the written Census Supervisor Test (D-270); **and**

- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

## **HOW TO APPLY:**

**STEP 1.** Complete the following forms and **mail them to the address below to be received by the closing date.** If you do not submit a complete application packet, you will be disqualified.

A complete application packet consists of:

- a. Your Resume’ or OF-612\*, (See Appendix A for required information)
- b. 3 page Evaluation Criteria Statement with answers to the AMT evaluation criteria.
- c. Your OF-306\*, Declaration for Federal Employment
- d. Your other supporting documents such as DD-214, SF-15 (for veteran’s preference), or copies of college transcripts.

\*Available on our website: <http://www.census.gov/roden/www/employ2010.html>

## **STEP 2. EMPLOYMENT TEST**

Call the local number to be scheduled for the employment test. This test is designed to measure managerial skills and abilities which are relevant to supervisory positions. It consists of 29 multiple-choice items, and applicants will be allowed one hour to complete the test. This is a pass/fail test. If you pass the test, you will be given a score of 70. Individuals with a disability may request reasonable accommodations.

When you call to be scheduled for the test, you will be given instruction on what other documents you will need to bring with you, such as two forms of ID, references, etc.

**STEP 3. SUBMIT YOUR APPLICATION** to the following address.

**U.S. Census Bureau  
Denver Regional Census Center (RCC)  
6950 W. Jefferson Ave., Suite 250  
Lakewood, CO 80235-2032  
ATTN: Dulcy Hernandez, Human Resources Specialist**

Applications must be received by the closing date. Applications received after the closing date will not be considered. Applications will not be accepted by e-mail or fax.

Use of Government agency envelopes to file a job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

Questions on this bulletin may be directed to Dulcy Hernandez, HR Specialist: (720) 533-4120.

Individuals with a disability may request reasonable accommodations by calling (720) 533-4120.

## **Appendix A**

### **REQUIRED INFORMATION ON OF-612 OR RESUMÉ:**

The following information must be reflected in your application/resume'. It is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- An e-mail address is optional.
- Social Security number
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable)
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (e.g. publications, memberships in professional societies, etc.).

### **CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be terminated after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility(e.g., U.S. citizenship).

### **THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

Applicant Name: \_\_\_\_\_ Office Location: \_\_\_\_\_

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR TECHNOLOGY	
COLUMN A	COLUMN B
<p>Applicants <b><u>are required</u></b> to answer each of the <b>three</b> questions below in Column A by circling the best response <b><u>and</u></b> supporting that response in Column B.</p> <p>(Attach additional sheet if necessary)</p>	<p><b>Applicants are also required to complete the following:</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected.</li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>1. Describe your experience managing automation functions to support field data collection activities and administrative programs. (Circle the appropriate letter.)</b></p>	<p><b><i>Response must support answer circled in Column A</i></b></p>
<p><b>a.</b> I have experience managing an automation operation for <b><u>all</u></b> of the following: field data collection activities, production, <b><u>and</u></b> administrative programs. This includes experience with servers, desktops, laptops, mobile computing devices, <b><u>and</u></b> systems for tracking and managing property. Additionally, I have experience troubleshooting complex automation related problems and implementing solutions to correct any deficiencies.</p> <p><b>b.</b> I have experience managing an automation operation for <b><u>at least one</u></b> of the following: field data collection operations, production <b><u>or</u></b> administrative operations. This includes experience with servers, desktops, laptops, and mobile computing devices. I have experience resolving routine automation related issues.</p> <p><b>c.</b> I have experience working in an automation environment and troubleshooting automation related issues.</p> <p><b>d. My experience is less than what is described above.</b></p>	
<p><b>2. Describe your experience demonstrating the ability to manage a time-critical automation support function through subordinate staff. (Circle the appropriate letter.)</b></p>	<p><b><i>Response must support answer circled in Column A</i></b></p>

EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR TECHNOLOGY

**COLUMN A**

**COLUMN B**

Applicants **are required** to answer each of the **three** questions below in Column A by circling the best response **and** supporting that response in Column B.

(Attach additional sheet if necessary)

**Applicants are also required to complete the following:**

1. Indicate the job from your attached resume or other application form that verifies the answer you selected.
2. Write in the space below your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment.

**a.** I have experience with **both** of the following: managing at least one level/tier of subordinate management (e.g., I directly supervised either supervisor(s) or team lead(s)); **and** managing the implementation of solutions to correct complex problems regarding automation operation.

**b.** I have experience managing a staff of automation operation technicians. I have lead teams involved in resolving automation related issues.

**c.** I have experience working in an automation environment and troubleshooting automation related issues.

**d.** My experience is less than what is described above.

**3. Please select the answer that best describes your experience demonstrating your ability to effectively communicate automated related information to multiple levels of an organization. (Circle the appropriate letter.)**

**a.** I have experience communicating automation-related issues to multiple levels of staff including managers. This includes communicating and resolving technical and non-technical automated related issues. I have experience providing training to automation and other organizational staff.

**b.** I have experience communicating automation-related issues to subordinate staff. I have experience providing training to subordinate staff.

**c.** I have experience working on a help-desk to resolve automation issues for staff. I do not necessarily have any experience training individuals or groups, but would be comfortable speaking in front of groups of employees.

***Response must support answer circled in Column A***

EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR TECHNOLOGY

**COLUMN A**

Applicants **are required** to answer each of the **three** questions below in Column A by circling the best response **and** supporting that response in Column B.

(Attach additional sheet if necessary)

**d.** My experience is less than what is described above.

**COLUMN B**

**Applicants are also required to complete the following:**

1. Indicate the job from your attached resume or other application form that verifies the answer you selected.
2. Write in the space below your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment.